

Thank you for contacting the Wisconsin Department of Natural Resources

Enclosed are the project application materials you have requested.

Unconnected Pond Information Requirements

All applications require the following information on the application form and plan drawing sheet supplied or on additional sheets if necessary.

1. **A completed application form #3500-92 (numbered pages only) dated and signed.**
2. **A completed, signed and dated form #3500-53A along with the required fee as shown on the form.**
3. **Clear photographs of the project site. Include at least one front view and one side view. NOTE: You will also be required to submit photographs after your project is completed.**
4. The name and address of the secretary of any property owners' association pertaining to the bodies of water affected by the project. If there is no association, please supply the name and addresses of at least five persons who own property located adjacent to the affected body of water. If there are fewer than five persons who own property adjacent to the affected body of water, please supply the names and addresses of all those persons.
5. A detailed **location map** that identifies the project site referenced to the nearest town road or county/state highway with enough detail so that we can easily find the site. Recommended scale is 1" = 2000'. Include your fire number or address.
6. Under "**project plans**", supply a top view and a cross-section view as shown in the sample drawing. The location of the water body within 500 feet of the project must be shown. The benchmark location must be shown.
7. The **top view** should include the following information:
 - a. The existing waterway, the cross-section location, the disposal area, and the proposed pond.
 - b. The location, elevation and description of the benchmark (permanent vertical reference.).
 - c. The groundwater elevation, referenced to the benchmark.
 - d. A north arrow.
 - e. The scale of the top view.
8. The **cross-section view** should include the following:
 - a. The water level in the existing watercourse, referenced to the benchmark.
 - b. The side slopes of the pond.
 - c. The location, elevation and side slopes of the spoil pile.
 - d. The scale of the cross-section view.
9. Indicate what method of excavation will be used and indicate what erosion control measures will be used on all disturbed areas including the spoil disposal site.
10. For all riverine sites (sites not located on a lake or impoundment) a hydrologic/hydraulic analysis may be required if the proposed project will **reduce the effective flood flow capacity** of the waterway by obstruction of existing flow area. If an analysis is required, the property owner may be required to retain an engineer, registered in the State of Wisconsin, to prepare this analysis. To determine if an analysis is needed, contact the Water Management Specialist (contact information below).

NOTE:
*All spoils must be placed
outside of any wetland
or floodplain area.*

Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).

<http://www.dnr.state.wi.us/org/water/fhp/waterway/wmscoun.htm>

DRAWINGS OF PROPOSED
ACTIVITY SHOULD BE
PREPARED IN ACCORDANCE
WITH SAMPLE DRAWING

Location Sketch (Indicate scale.) Show route
to project site: include nearest main road and crossroad.

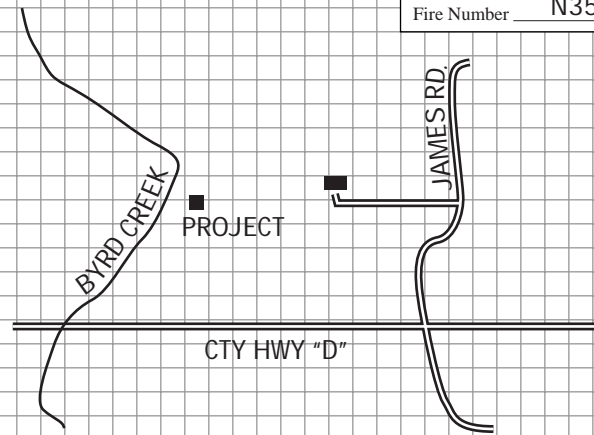
UNCONNECTED POND
SAMPLE DRAWING

Proposed Materials

Pond will be excavated
by backhoe. Spoil will
be placed in adjacent
upland area. Spoil
deposit area will be
seeded and mulched
according to Natural
Resource Conservation
Service guidelines.



1" = 2,000 ft.



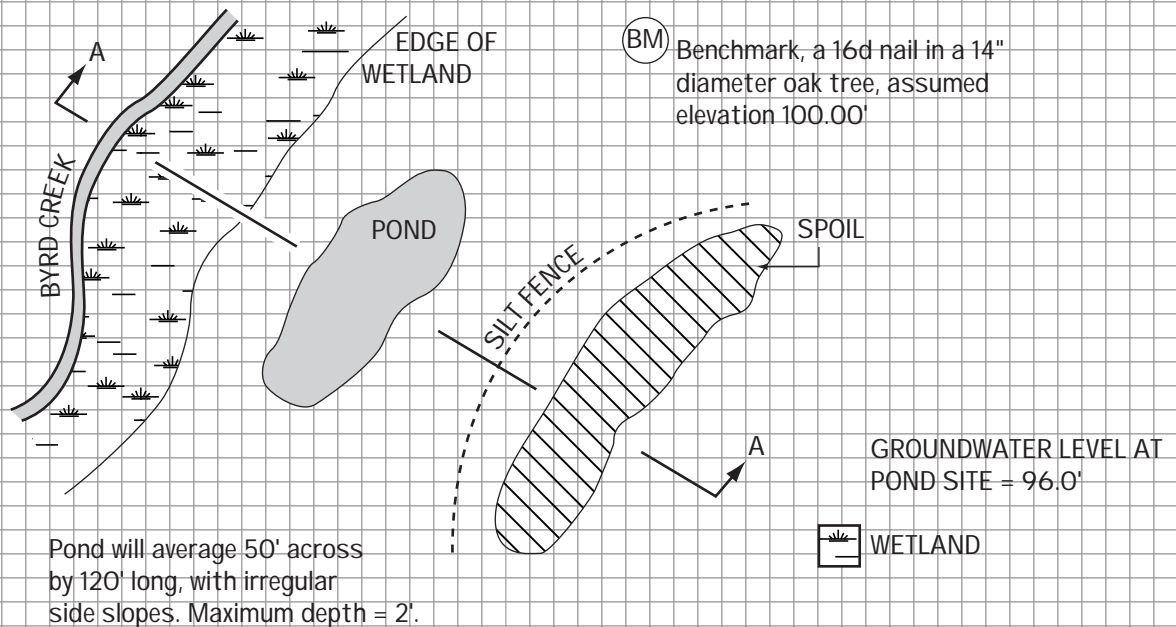
Fire Number N3586

Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.



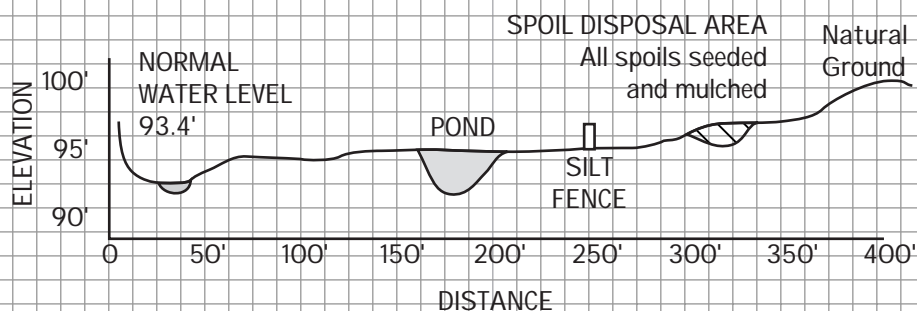
1" = 100'

Top View



Cross Section

SECTION A-A



This form is required under Section 30.12(3), Wis. Stats. Refusal to provide this information may result in the dismissal of your application. Personally identifiable information on this form will be used for no other purpose.

Landowner's Name		Project Address		Project Location ____ 1/4, ____ 1/4, Section____, T____N, R____ (E) (W)	
Street or Route					
City, State, Zip Code		() City () Town () Village of			
Home Telephone No. ()	Work Telephone No. ()	Fire Number	Tax Parcel No.	County	Name of Waterway
I hereby certify that the information contained herein is true and accurate. I am the owner of the riparian property or am the duly authorized representative and may sign this application on behalf of the owner(s) of said property. I have read and understand all of the conditions of this permit and attached pages and will construct the above-mentioned project in compliance with all such conditions. I understand that failure to comply with any or all of the provisions of the permit renders the authorization contained herein null and void and may result in a fine and/or imprisonment under the provisions of s. 30.12(5), Wis. Stats. or forfeiture under s. 30.15, Wis. Stats.					
Printed or Typed Full Name of Applicant		Signature of Applicant			Date signed
Printed or Typed Full Name of Contractor		Address			Phone Number

ATTENTION! YOU MUST COMPLY WITH THE ATTACHED PERMIT CONDITIONS

FINDINGS OF FACT

1. The Department and the applicant have completed all procedural requirements and the project as permitted will comply with all applicable requirements of Wisconsin Administrative Code and Wisconsin Statutes.
2. The proposed project will not injure public rights or interest, including fish and game habitat, will not cause environmental pollution, will not cause a material injury to the rights of any riparian owner, and will not impact wetlands if the project is constructed in accordance with this permit.
3. The Department has determined that the granting of this permit would not be a major state action significantly affecting the quality of the human environment.

CONCLUSIONS OF LAW

1. The Department has authority under s. 30.19, Wis. Stats., and applicable Wisconsin Administrative Codes to issue this permit.
2. The Department has complied with s. 1.11, Wis. Stats.

NOTICE OF APPEAL RIGHTS

If you believe that you have a right to challenge this decision, you should know that the Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions must be filed. To request a contested case hearing pursuant to s. 227.42, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. All requests for contested case hearings must be made in accordance with section NR 2.05 (5), Wis. Adm. Code. This section of the code requires that the grounds for the petition for hearing be identified and that the desired changes be described. Pursuant to section NR 2.05 (5), Wis. Adm. Code, and section 227.42, Wis. Stats., you are required to include specific information demonstrating all four of the following:

1. The substantial interest of the petitioner which is injured in fact or threatened with injury by the Department's action or inaction;
2. That there is no evidence of legislative intent that this interest is not to be protected;
3. That the injury to the petitioner is different in kind or degree from the injury to the general public caused by the Department's action or inaction; and
4. That there is a dispute of material fact (you must specify the disputed facts).

This notice is provided pursuant to s. 227.48(2), Wis. Stats.

LEAVE BLANK - DEPARTMENT OF NATURAL RESOURCE USE ONLY	
STATE OF WISCONSIN - DEPARTMENT OF NATURAL RESOURCES For the Secretary	
Issued By _____	Date Signed _____
Title _____	Fee Received \$ _____

UNCONNECTED POND PERMIT CONDITIONS

Your accepting this permit and beginning to construct the project means that you have read, understand and agree to follow all conditions of this permit.

1. **You must submit a photograph of the completed project to the Department within 10 days of project completion.**
2. **This permit is not valid unless you have obtained all required approvals from other LOCAL, STATE and FEDERAL jurisdictions.**
3. The pond must:
 - a. Not be connected with any surface water or in an area subject to flooding on an annually recurring basis.
 - b. Be built in accordance with the submitted plans
 - c. Not be located in any wetland.
 - d. Not be associated with any metallic or non-metallic mining project.
4. Material removed to create the pond:
 - a. May not be placed in any surface water or wetland.
 - b. Must be disposed and stabilized on an upland site outside of the floodplain.
5. Pond construction must:
 - a. Be conducted in such a manner as to prevent upland soil losses and sediment deposition into surface waters.
 - b. Confine all grading and excavation to the minimum area necessary.
6. Erosion control measures must:
 - a. Include riprapping, seeding and mulching, or sodding of all banks and other erodible areas.
 - b. Include temporary erosion control measures such as straw bales and silt fences placed prior to any precipitation or if work ceases for longer than 24 consecutive hours.
 - c. Include final erosion control measures that are kept in place until site stabilization is complete.
7. You must:
 - a. Allow Department employees access to the project site to make inspections at any time to determine whether the work is in compliance with this permit and any other legal requirements.
 - b. Keep a copy of this permit at the project site at all times until the project is complete.
8. If necessary the Department may:

Amend this permit by changing or adding conditions to ensure that the project is in compliance with all applicable legal requirements and revoke this permit to protect the public interest or prevent material impairment of navigation.
9. **This permit expires on November 1 of the calendar year following the date of issuance.** No construction may take place after that date unless you obtain a written extension of this permit from the Department before the date the permit expires.
10. Other conditions: _____

**Copies of this
permit sent to: Conservation Warden
County Zoning Administrator
U.S. Army Corps of Engineers
Water Management Specialist**

DRAWINGS OF PROPOSED
ACTIVITY SHOULD BE
PREPARED IN ACCORDANCE
WITH SAMPLE DRAWING

Proposed Materials

Location Sketch (Indicate scale.) Show route
to project site: include nearest main road and crossroad.



1" = _____ ft.

Fire Number _____

Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.



1" = _____ ft.

Top View

Cross Section

Wildlife Ponds and Scrapes – GENERAL DESIGN GUIDANCE

Existing wetlands are usually self-sustaining ecosystems that should not be disturbed or altered to create ponds for wildlife. However, the construction of wildlife ponds can be done on upland sites or occasionally in lower quality wetlands where the wetland and wildlife values could be enhanced.

These figures and design guidance for construction of wildlife ponds are provided as generic information only and are not the basis for permit decisions. These construction designs may not be suitable for all sites. This document is intended solely as guidance, and does not contain any mandatory requirements. This guidance does not establish or affect legal rights or obligations, and is not determinative of any of the issues addressed. Any regulatory decisions made by the Department of Natural Resources in any matter related to this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

HIGHER QUALITY SITES THAT SHOULD GENERALLY BE AVOIDED INCLUDE:

Forested Wetlands, Cedar or Tag Alder Swamps, Bogs & Natural Shallow Water Wetlands.

The following general design features should be considered when constructing a wildlife pond or artificial wetland basin.

1. SIZE. A pond or wetland basin should compliment and improve the quality of the habitat that exists naturally at the project site. These projects can vary in size ranging from 0.1 to 2 acres. Keep in mind you will need to place the spoil material on an upland site and that many cubic yards of spoil are generated for even small pond projects. Side casting spoil material into an adjacent wetland area is not allowed because it buries wetland or aquatic plants, alters the hydrology and may destroy fish and wildlife habitat.
2. SHORELINE. An irregular shoreline should be constructed because it can increase the area used by waterfowl and other wetland wildlife species and may provide more isolated bays. Creating these bays, isolated from the rest of a pond, will attract more wildlife and allow them to do more of their daily and seasonal activities, including feeding, loafing, mating and nesting.
3. SHAPE & DEPTH. The bottom contour of a pond should be uneven and rolling. The variable water depths allow for more diverse emergent vegetation in shallow areas throughout the basin. Emergent plants growing in the shallow areas will filter sediment, take up nutrients, and improve water quality. This vegetation also provides food and cover for wildlife. The water depth in shallow areas should vary between 6 and 18 inches and can range from about 4 TO 5 feet in the deeper areas.
4. SLOPE. The shoreline area should have a gentle slope and provide small vegetated "fingers" and open "bays" along the edge. Slopes should only have about a foot rise (vertical) for approximately every 8 to 10 feet of run (horizontal). Vegetation growing in these edge areas will increase the amount of habitat. Projects with 50% open water and 50% vegetation cover in the wetland basin (including the emergent vegetation around the shoreline) will provide the greatest species richness and diversity.
5. UPLAND SITES. Ponds on some upland sites may require a clay liner to retain water. Topsoil should be placed on the bottom of these basins to provide a more suitable substrate and improve the establishment of aquatic plants and animals. Clay lined basins produce less vegetation, fewer invertebrates and support less waterfowl and other species, than those lined with both clay and organic soils.
6. ORGANIC SOILS. Muck soils that may be available from an impacted wetland can be placed on the bottoms and slopes of newly created basins. This material provides a natural seed bank and is high in organic content which will provide for better plant species diversity and increased invertebrate (insect) activity. Invertebrates are an important food source for a variety of birds and mammals.
7. FOOD SOURCE. Following construction, a layer of hay may be placed in shallow areas along the shore as a food source for invertebrates and microorganisms which will help establish plant and animal populations more rapidly.
8. BUFFER AREAS. Buffer areas of upland grass vegetation may need to be established and maintained around the perimeter of these projects to provide the nesting habitat and cover needed by waterfowl. If mowing around the pond or basin is necessary to control woody vegetation during the growing season, it should be delayed until after August 1 to avoid disturbing nesting waterfowl, upland game birds and other wildlife.